

PASTORAL SUPERVISION ISSUE OF CONCERN REPORT



TO COMPLETE THIS FORM, FILL IN EACH FIELD AND SAVE AS PDF OR PRINT AND USE A **BLACK PEN**
If insufficient space for your answer, please include separate sheet

On rare occasions, a Supervisor of a QB Pastoral Leader may feel the need to raise an issue of concern about a Supervisee to QB (the registering body) and /or the local church leadership (the employing body). In such instances, we would encourage the following template be used. Such reporting should only be done after a discussion is had and satisfactory resolution having been sought with the Supervisee themselves.

Supervisee : _____ Church (Ministry) Context : _____

Supervisor : _____ Contact Phone Number : _____

My Concern relates to ... (Tick all that are relevant)

- A significant risk that may result in harm to the Supervisee or another person.
If this is the case, please phone the Director of QB Services immediately on Ph 3354 5682.
- A serious criminal offence committed that requires mandatory reporting
 - I have already reported this to the Police or other statutory body.
- Gross professional misconduct where there has been a serious breach of the mandatory sections of the relevant code of conduct.
(Please outline sections breached below)

I have previously ...

- Spoken about my concerns with the Supervisee on _____(Date)

Details of Concern (please add other pages if required)

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STATEMENT OF UNDERTAKING & ACKNOWLEDGEMENTS

Pastoral Services Privacy Disclosure

Your privacy is important to QB and is handled according to the Australian Privacy Principles as detailed in our QB Privacy Policy. You may find our Privacy Policy at our website www.qb.org.au. How we collect, hold, use and disclose information about you is important to us. The purpose of collection, holding, use and disclosure of the information on this form is to fulfil the ministry and administrative functions of QB Pastoral Services which include but are not limited to managing pastoral registration processes and supporting the health and wellbeing of QB Ministers and their churches. If you do not provide your information, we may not be able to provide these services. We may share the information collected with other QB personnel, members or delegates of the Ministerial Services Committee involved in assessing and managing any investigation or ongoing pastoral support. Full details about how we store and use your information as part of your QB Pastoral Registration can be found in our Registration Privacy Statement. If you believe a correction is required, you are welcome to contact us via registration@qb.org.au. You may also contact the QB Privacy Officer via email privacyofficer@qb.org.au should you have any privacy-related concerns or to request a copy of our Privacy Policy. By signing this, you consent to us using and disclosing your personal information and contacting you as described above.

Supervisor's Signature: _____ **Date:** _____

This report can be submitted via email to

- the Director of Pastoral Services at QB – *email sent to* registration@qb.org.au AND / OR
- the Key contact person at the Church (or Ministry context) where the QB Pastoral Leader is employed. These contact details should have been provided to you previously.

In most cases, this report will be shared with both parties listed above unless there is a conflict of interest or one party is directly involved in the issue at hand.